



Talking Book Service Catalog Information and Search Tips

Ordering Books On-line

The following are hints that may be helpful when using the OPAC for the first time.

- Anyone may freely browse the ISTBS collection.
- You may search for books in several ways which include author, title, or subject. By clicking on one of these Search Options and selecting Browse Index you will be taken to the beginning of this search. You may type the first few letters of the author's last name or title and the list of items will begin there. The items are listed alphabetically. You may also view the books you have checked out, view your request list, and find out if any of the books you want are available.
- If you are not sure what the gray buttons mean, place your mouse over the button and a small text box will appear and provide more information.
- When you are ready to order an item, the system will prompt you for your login and password information. To obtain your Login ID Number and your Password just call Idaho State Talking Book Service at the numbers listed at the bottom of this page.
- If you already have a list of RC (Recorded Cassette) numbers you wish to order from us, you may go to the menu on the left and click Place Requests. You will then be asked to log in. You may then list your requests on the screen. Remember to click submit.
- To search for titles listed in Talking Book Topics, enter the Talking Book Topics issue you wish to search in the search for field. Use

the following format:yearmonthT, i.e. 06JAT is the 2006 July/August Talking Book Topics. Select subject in the search index.

Sample Searches

1. I am looking for a book by Louis L'Amour.
 - In the Search For box, type in the author's name (last name first name [capital letters are not needed]) l'amour louis.
 - In the Search Index area, select Author Keyword.
 - If you want only a specific media format, such as cassette, in the Search Options area, go to Media and select Cassette.
 - Press Submit Search button and you can view the titles in alphabetical order. If you want more information, click on the title and a full description of the book will appear.
2. I am looking for the book titled "Old Man and the Sea".
 - In the Search For box, type Old Man and the Sea.
 - In the Search Index area, select Title Keyword.
 - If you want only a specific media format, such as large type, in the Search Options area, go to Media and select Large Type.
 - Click the Submit Search button and you can view the title. Click on the title and full description of the book will appear.
3. I am looking for new titles recently added to the catalog.
 - In the Search For box, type 06JAT
 - In the Search Index area, select Subject
 - Click the Submit Search button and all the titles in the July/August Talking Book Topics will appear in alphabetical order by author